

# ***District of Columbia Parks and Recreation Management Internship Program***

---

## ***Application for Spring, Summer, and Fall Internships***



Anthony A. Williams, Mayor  
Government of the District of Columbia



Neil O. Albert, Director  
DC Department of Parks and Recreation

# **DISTRICT OF COLUMBIA PARKS AND RECREATION MANAGEMENT INTERNSHIP PROGRAM**

The DC Department of Parks and Recreation offers exciting paid internships for talented students interested in gaining hands-on experience in the field of parks and recreation management. Interns have the opportunity to be exposed to the many facets of parks and recreation management through structured job rotations and participation in unique educational and professional development activities. The program seeks students from a variety of disciplines including, but not limited to, recreation/leisure studies, therapeutic recreation, public administration, communications, marketing, graphic design, horticulture, environmental planning, architecture, computer information systems, education, and dance/music/art therapy.

The Department makes every effort to structure job assignments around each intern's particular professional interests. Interns are placed in a variety of divisions, from the Office of the Director to the Recreation Programs Office, and are involved in a range of projects and processes. Interns interested in general administration may assist with strategic planning, budget development and analysis, and policy research. Interns interested in recreation/leisure programming may assist with program design, implementation, and evaluation. In all cases, interns apply their knowledge and skills to real challenges faced by the Department in meeting the needs of constituents.

Internships are open to undergraduate and graduate students, as well as those who have recently completed their undergraduate or graduate programs and are seeking temporary practical training. Positions are available year-round (fall, spring, and summer semesters) on both a part-time and full-time basis. Interns are asked to commit to at least 12 weeks of work. Most positions are paid, with wages generally determined based on each intern's level of education. Hourly wages range from approximately \$7.00 for freshmen to \$10.50 for graduate students. Some interns may qualify for higher wages based on their education, work experience, and special skills.

Interns are selected through a competitive two-stage application process:

- 1) Submission of a written application including District of Columbia Government Employment Application Form, cover letter, resume, writing sample, academic transcript, and list of references
- 2) In-person or telephone interview with prospective supervisor

Applications must be postmarked by the following dates:

- For fall semester internships—May 1 prior to the start of the fall semester
- For spring semester internships—November 1 prior to the start of the spring semester
- For summer semester internships—February 1 prior to the start of the summer semester

Extensions to the application deadline may be requested through the Internship Program Manager. The Program Manager will grant such extensions at his or her discretion.

*For more information about the program, please see the DC Parks and Recreation website at [www.dpr.dc.gov](http://www.dpr.dc.gov), or contact:*

Internship Program Manager  
Office of the Director  
DC Parks and Recreation  
3149 16th St., NW  
Washington, DC 20010  
202-673-7664  
[dprinerns@dc.gov](mailto:dprinerns@dc.gov)

# DISTRICT OF COLUMBIA PARKS AND RECREATION MANAGEMENT INTERNSHIP PROGRAM

## APPLICATION PART I: COVER SHEET

Name: \_\_\_\_\_

Mailing Address (Street, City, State): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Graduation Date/Expected Date: \_\_\_\_\_ GPA: \_\_\_\_\_

Undergraduate School: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Graduation Date/Expected Date: \_\_\_\_\_ GPA: \_\_\_\_\_

Internship Term Applying For: *Note fall, spring, or summer semester and year* \_\_\_\_\_

References: *Please provide contact information—address, phone number, and e-mail address (if available)—for two references. Ideally, you should include one academic and one work reference.*

\_\_\_\_\_  
\_\_\_\_\_

Placement Interests: *Please rank the divisions that you are interested in as a placement, with “1” being your most preferred placement. Do not rank more than three divisions. Be sure to review the position descriptions prior to making your selections. Several positions have strict education and skill requirements.*

\_\_\_\_ Office of the Director

\_\_\_\_ Office of the Associate Director for Specialty Programs

\_\_\_\_ Office of the Chief of Staff

\_\_\_\_ Office of the Associate Director for Recreation Programs

\_\_\_\_ Office of Technology

\_\_\_\_ Office of Communications & Community Affairs

\_\_\_\_ Office of Capital Projects

\_\_\_\_ Office of Large Parks & Natural Resource Management

\_\_\_\_ Office of Human Resources

\_\_\_\_ Office of Planning & Design: \_\_\_\_\_  
(List position of interest)

\_\_\_\_ Senior Citizen Recreation Programs

\_\_\_\_ Therapeutic Recreation Programs

\_\_\_\_ Environmental Education Programs    \_\_\_\_ Youth Development Programs    \_\_\_\_ Recreation Center Management

# **DISTRICT OF COLUMBIA PARKS AND RECREATION MANAGEMENT INTERNSHIP PROGRAM**

## **APPLICATION PART II: ATTACHMENTS**

### **District of Columbia Government Employment Application**

Please complete and submit one copy of the District of Columbia Government Employment Application. The Employment Application can be obtained on the DC Office of Personnel website at [www.dcop.dc.gov](http://www.dcop.dc.gov). Please note, a resume cannot be used as a substitute for the Employment Application.

### **Cover Letter**

Please submit a one-page cover letter, addressed to the Director of DC Parks and Recreation. Your cover letter should discuss the following items:

- 1) Why you want to be a Parks and Recreation Management Intern and how this relates to your career goals
- 2) What particular strengths you will bring to the program and what you hope to gain from this experience
- 3) How your education and work experience have prepared you to contribute to the Department's work and to excel as an intern

### **Current Resume**

Please submit a current resume (2 pages maximum) that outlines your work experience, both paid and volunteer; education and training; honors received; extracurricular activities; and leadership roles.

### **Writing Sample**

Please submit one brief writing sample that you believe best demonstrates your analytical and writing skills. You may wish to submit an academic paper or work-related document that highlights your knowledge and/or abilities relevant to the division(s) in which you are interested in working. Additional samples of your work, other than writing samples, that demonstrate abilities specific to the position in which you are interested may be requested once your application has been reviewed.

### **Academic Transcript**

Please submit one copy of your unofficial academic transcript from your current college/university or the last college/university you attended.

# **DISTRICT OF COLUMBIA PARKS AND RECREATION MANAGEMENT INTERNSHIP PROGRAM**

## **APPLICATION**

### **PART III: SUBMISSION INSTRUCTIONS AND SELECTION PROCESS**

#### **Mailing Instructions**

One copy of all application materials must be submitted together by mail to the following address:

Internship Program Manager  
Office of the Director  
DC Parks and Recreation  
3149 16th St., NW  
Washington, DC 20010

#### **Submission Dates**

Applications must be postmarked by the following dates:

- For fall semester internships—May 1 prior to the start of the fall semester
- For spring semester internships—November 1 prior to the start of the spring semester
- For summer semester internships—February 1 prior to the start of the summer semester

Extensions to the application deadline may be requested through the Internship Program Manager. The Program Manager will grant such extensions at his or her discretion.

#### **Selection Process**

Applicants are evaluated on their academic records, strength of their application materials, potential for professional growth, demonstrated commitment to a public service career (particularly in the parks and recreation field), and how well their skills, education, and experience match with the needs of the Department.

Applicants are notified of their status within one month of the application deadline. Furthermore, the Department strives to ensure that all selected applicants receive an offer of employment no later than one month prior to their expected start date.